



U.S. Embassy, Manama ✧ Human Resources Office

JOB VACANCY ANNOUNCEMENT GSO ASSISTANT

Announcement Number: 10-29

OPEN TO US Citizen Eligible Family Members (USEFMs), Appointment Eligible Family Members (AEFMs) & US Members of Household (MOHs) - All Agencies

POSITION: **GSO Assistant** (Position # 97052012)
(This is a sensitive position requiring a Top Secret security clearance)

OPENING DATE: Thursday, December 23, 2010

CLOSING DATE: Thursday, January 06, 2011 **-or-** Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY: Position Grade FP-7
– For AEFMs*: US \$ 19.23 per hour
– For persons Not Ordinarily Resident (NOR*) in Bahrain: US \$16.50 per hour
All FP position grades will be confirmed by Washington. Budget constraints do not allow post to honor highest previous rate (HPR) requests; hiring offers will be made at the step 1 level. EFMs who are currently employed at post and who have applied for another position within the Embassy will be considered for HPR pending review of qualifications by the Bureau.

The American Embassy in Manama is seeking candidates for employment as a GSO Assistant in the Embassy's General Office (GSO).

BASIC FUNCTION OF THE POSITION

Serves as the assistant to the General Services Officer (GSO), reporting to the American direct-hire officer. Helps in managing all facets of GSO operations and is directly involved in Property Management, Motorpool and Housing portfolios. Fills in during the GSO's absence. Helps ensuring quality services provided to ICASS Customers. Reviews and updates the GSO handbook on a continuous basis. Maintains the GSO section of the Embassy Manama website and the post profiles page. Must have a secret clearance or the ability to obtain one.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office. Contact extension x2937.

QUALIFICATIONS REQUIRED

Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item.

- 1. Education:** High school graduate or GED is required. Some college courses are required.
- 2. Experience:** At least 2 years professional administrative, management or similar logistical, support work experience in an office setting is required.
- 3. Language:** Level 4 (fluent) spoken/written English is required.
- 4. Knowledge:** Knowledge of the workings of an embassy; Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods and coordination of people and resources. Knowledge of principles and processes for providing customer and personal services.

5. Abilities & Skills: Strong oral and written communication skills are required; ability to work effectively with all sections of the Embassy and within the business community is required; strong computer skills, including MS office, Word and Excel is required; ability to manage, supervise and counsel staff and assist in correcting job-skill deficiencies are required; ability to solve problems independently after accurately interpreting regulation(s) is required; time management skills to prioritize, organize, and accomplish workload is required; solid mathematical skills are a must.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs*) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current “not ordinarily resident employees” hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Top Secret security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Applicants who claim EFM or MOH* status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
4. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant’s work experience attached as a separate sheet; **plus**
5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
7. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement # 10-29

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Service (GS) or Foreign Schedule (FS) salary schedule, not under the Local Compensation Plan (LCP).

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- Listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee's or uniformed service member's post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner as defined in 3 FAM 1610;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse/ domestic partner when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse/ domestic partner, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse/ domestic partner, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

Member of Household (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed abroad at a U.S. Foreign Service post/ mission, or at an office of the American Institute in Taiwan, and who is under chief of mission authority. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of eligible family member. A MOH does not have to be a U.S. Citizen.

Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

CLOSING DATE FOR THIS POSITION IS THURSDAY, JANUARY 06, 2011 or until filled

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: MGT & A/HRO: GNavadel, Cleared; GSO: CQuimpo, FMO: MCurtis